New submission arrangements for oral recordings - May/June 2022 series onwards

GCSE Modern Foreign Languages

Arabic 1AA0/2F, 2H	Gujarati 1GU0/2F, 2H	Russian 1RU0/2F, 2H
Chinese 1CN0/2F, 2H	Italian 1IN0/2F, 2H	Spanish 1SP0/2F, 2H
French 1FR0/2F, 2H	Japanese 1JA0/2F, 2H	Turkish 1TU0/2F, 2H
German 1GN0/2F, 2H	Persian 1PN0/2F, 2H	Urdu 1UR0/2F, 2H
Greek 1GK0/2F, 2H	Portuguese 1PG0/2F, 2H	

A Level Modern Foreign Languages

French 9FR0/3A	German 9GN0/3A	Russian 9RU0/3A
Chinese 9CN0/3C or 3M	Italian 9IN0/3A	Spanish 9SP0/3A

To help with teacher-examiner workload, and to ensure our commitment to working more digitally, we have developed a new online way for centres to submit their candidate speaking recordings to Pearson.

The new system is called the digital Learner Work Transfer (LWT) portal. Audio files for GCSE and A Level MFL must be submitted via this portal, which is available to access through Edexcel Online (EOL) from April 2022. Submissions using USB / CDs will no longer be accepted. Please contact our customer services team if you need support with the LWT portal.

Please note that you should always keep a copy of your candidates' recordings and paperwork. Should there be any issues with the recording or paperwork uploaded onto LWT, Pearson may request a copy of the candidates' work.

Key dates and deadlines

The speaking assessment window is from **Monday 18 April – Friday 20 May 2022.**

The submission deadline is **48 hours** after the final speaking exam for that language qualification has taken place in the centre.

The final date for conducting the speaking assessment is **Friday 20 May 2022.**

The LWT window to submit materials will be between **18 April – 24 May 2022.**

GCSE MFL speaking assessment

Unit 2 speaking – Tasks 1, 2 and 3 must be recorded as a single track for each candidate.

Documents and file naming conventions - GCSE

Centres should upload the completed Candidate Speaking Assessment Record form(s) - CS2.

There must be a separate record form for each tier and candidates should be listed on the forms in candidate number order.

Please note that the CS2 form(s) must be signed by the teacher-examiner and all candidates listed on the form.

The Candidate Notes form(s) – CN2 - should be retained securely by the centre until after the results day for that series, but do not need to be uploaded onto the LWT.

You will see a list of learner folders for the candidates entered for the speaking assessment on the digital LWT portal and you will need to upload the correct speaking assessment into the learner folder listed. Every upload must be clearly labelled with the centre name and number and the language being examined.

Please use the following naming convention when uploading documents to learner folders:

'[unit number]_[tier]_[centre number]_[candidate number]_[surname]_[first letter of first name]' e.g. '1FR0_2F_12345_0012_Bloggs_J'

When uploading the documents for each candidate, please use the following naming convention:

1FR0_2F_12345_0012_Bloggs_J_candidate recording

1FR0_2F_12345_0012_Bloggs_J_CS2

If you are uploading one CS2 form for multiple candidates, please use the following naming convention: '[centre number]_CS2' e.g. 12345_CS2

You must link this file to multiple learner folders - please see the digital LWT guidance for details on how to do this.

A Level MFL speaking assessment

Unit 3 speaking – Task 1, discussion on a theme, and Task 2, presentation and discussion of the Independent Research Project.

Documents and file naming conventions – A Level

Centres should upload a completed Candidate Speaking Authentication sheet (CS4) and candidates should be listed on the form in candidate number order.

Please note that the CS4 sheet(s) must be signed by the teacher examiner and all candidates listed on the form.

The Independent Research Form (RP3) must be submitted to the teacher-examiner at least **three weeks before the speaking window opens**. The purpose of this form is to enable the teacher-examiner to prepare for the task 2 discussion. If you have enteredfor the Visiting Examiner Service, please submit this completed form to your visiting examiner when they contact you and upload this form into the learner folder on the LWT.

You will see a list of learner folders for the candidates entered for the speaking assessment on the digital LWT portal and you will need to upload the correct speaking assessment into the learner folder listed. All recordings must be clearly labelled so that the centre and the candidates can be easily identified.

Please use the following naming convention when uploading documents to learner folders:

[unit number]_[centre number]_[candidate number]_[surname]_[first letter of first name]. For example: 9FR0_3_12345_0012_Bloggs_J

When uploading the documents for each candidate, please use the following naming convention:

9FR0_3_12345_0012_Bloggs_J_candidate recording

9FR0_3_12345_0012_Bloggs_J_CS4

9FR0_3_12345_0012_Bloggs_J_RP3

If you are uploading one CS4 for multiple candidates, please use the following naming convention: '[centre number]_CS4' e.g. 12345_CS4

You must link this file to multiple learner folders - please see the digital LWT guidance for details on how to do this.

Recording format

Pearson Edexcel **only** accepts recordings in the following formats:

.mp3	.wav	.m4a	.wma	.aif	.aiff
.mpeg	.vlc	.ogg	.oga	.mid	.midi

If centres record the oral assessment in a different digital format, they must convert the recording to one of the above accepted formats before submitting them to Pearson Edexcel.

Complete, unedited recordings of all assessments must be submitted to Pearson Edexcel via the LWT. There is no need to encrypt the files you are uploading as the LWT portal is secure.

The GCSE Administrative Support Guide (ASG) and GCE Administrative Support Guide have been updated with information on LWT and these are available online.